

INSTRUCTIONS

LPC APPLICATION FOR LICENSURE

All sections of the application for licensure form must be completed, unless otherwise noted. If additional space or information is necessary, please include the information on a separate sheet of paper. Failure to complete the application or include the \$100 application fee will result in a delay in reviewing the application by the Committee.

SECTION I – GENERAL INFORMATION

Section I must be completed by the **applicant** for licensure as it relates to personal data. Check **EXAMINATION** if applying on the basis of passing the National Counselor Examination (NCE) administered by the National Board of Certified Counselors. Check **RECIPROCITY** if applying based upon being currently licensed as an LPC, LCPC, or similar mental health counselor in another state.

SECTION II – EXAMINATION INFORMATION

Section II relates to the National Counselor Examination (NCE). It is the applicant's responsibility to ensure the scores are received by the Committee. If the applicant is nationally certified by the National Board for Certified Counselors, please include the certification number. See page 3 & 4 of these instructions concerning open book jurisprudence examination.

SECTION III – REGISTERED POST-MASTER'S SUPERVISED EXPERIENCE

Section III relates to supervision obtained after the master's degree is conferred. Supervision obtained in Missouri must be registered and approved by the Committee prior to being acceptable for licensure. If submitting supervision from an LPC, LCPC, licensed psychologist, psychiatrist, or mental health counselor in another state, the applicant must submit a Verification of Post Degree Experience form or request the state of licensure send a copy of the applicant's file to the Committee. If the applicant has more than three supervised work sites, please include the additional information on a separate sheet of paper.

SECTION IV – EDUCATIONAL EXPERIENCE

Section IV relates to the applicant's education. **If supervision was registered and approved by the Missouri Committee or applying by reciprocity, the applicant may skip this section of the form.** Please check one of the boxes in this section indicating, if education has previously been reviewed by the Committee.

If you need to complete items A-K of this section compare the graduate transcript to this form. Remember, a course can be used only once. The applicant may refer to page 2 (reverse side) of these instructions for a definition of the core areas.

SECTION V – APPLICANT HISTORY

Section V relates to the applicant's background. If "yes" is marked for any of the answers, the applicant must submit a separate, written explanation. Explanations that do not accompany the application must be notarized. If this information was included on the Missouri Application for Supervision & Provisional License please make a note of that on a separate sheet of paper and include with the licensure application.

SECTION VI – STATEMENT OF APPLICANT

The applicant must read the statement and sign in the presence of a notary public. Signing, dating, and notarizing this form confirms that the applicant has truthfully and accurately completed the form to the best of her/his ability.

CORE COURSES DEFINED (SECTION IV EDUCATIONAL EXPERIENCE)

Counseling Theory—Courses acceptable for this area shall cover the various major theories and techniques of counseling; and

Human Growth and Development—Courses acceptable for this area shall cover various stages of the human growth cycle and include information about theories of development or various aspects of development; and

Social and Cultural Diversity—Courses acceptable for this area cover various cultural and social class issues in areas such as race, sexual orientation, aging, disability, socioeconomic, ethnic, gender related, or other issues of diversity that emerge in a pluralistic society; and

Helping Relationship—Courses acceptable for this area cover theoretical foundations pertaining to professional skill training that enable the counselor to understand the client's problems more fully and accurately and to interview effectively; and

Group Counseling—Courses acceptable for this area cover the theories, principles, and techniques of providing counseling or psychotherapy with groups of people; and

Career Development—Courses acceptable for this area cover concepts about how career development unfolds, the lifelong processes, and the influences upon clients or patients that lead to work values, occupational choice, creation of a career pattern, decision-making style, integration of roles, issues concerning identity, and patterns of work adjustment; and

Appraisal—Courses acceptable for this area cover structured and unstructured assessment of the mental health functions and psychopathology of a person; and

Research Methods—Courses acceptable for this area cover principles, methods, techniques, and tools used in performing research in counseling; and

Professional Orientation—Courses acceptable for this area cover such areas as professionalism, legal issues and responsibilities, ethics, fields of training, and practice specialization.

Diagnosis - Effective August 28, 2007 an applicant for licensure must document a three semester hour graduate level course in this area.

BACKGROUND CHECK

Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol and the Federal Bureau of Investigation. Fingerprint cards are sent to applicants from out of state and not available online. Information regarding fingerprinting out of state applicants will be provided by the committee office.

Missouri's vendor for digital fingerprinting is 3M Cogent with sites throughout the state. Payment may be made at the fingerprinting site (money order, cashier's check, check, or cash) or at the time of online registration (credit or debit card). NOTE: The fingerprint locations do not accept credit or debit card payments and on-site payment must be made by check, money order, or cash. If cash is paid, an applicant **must have the amount required** as the vendor will not have change available.

- ✓ The first step in the background check process is to access the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov to register online. MACHS will take an applicant through the registration steps. If an applicant does not have internet access, s/he can call 877/862-2425 and a representative will make the online registration. REMEMBER: The registration process is to be completed before calling or visiting a 3M Cogent fingerprint location.
- ✓ An applicant must have the four digit registration number. **For applicants for supervision, provisional licensure or licensure as a professional counselor this registration number is 5409.** The registration number ties all agency/licensure entity identifying information together to insure the background check response is returned to the correct licensing entity. The MACHS website collects all demographic data required to complete a fingerprint based background check.
- ✓ An applicant chooses a fingerprint location nearest to them from a map that is included as part of the MACHS registration process. The applicant then proceeds to the location during the site's posted hours

of operation. NOTE: Waiting time cannot be estimated, since the volume varies per location. Please allow adequate time to be printed, especially if you are in a major metro area.

- ✓ Once the registration process is complete, an applicant will receive a MACHS Transaction Control Number (TCN) that is used to track the appointment. Applicants **must present** the transaction control number document and government issued photo identification at the fingerprinting site. Acceptable Identification includes a driver's license, state issued ID, or passport.

At the fingerprinting appointment, applicants will be fingerprinted and have their photos taken. An applicant can mail a copy of the TCN to the licensure office to verify registration. If a site issues a receipt for the fingerprinting, a copy of that receipt can be sent to the licensure office. This information is placed in the applicant's file to indicate the background check is in process. The results of the fingerprinting will be sent directly to the licensure office.

PLEASE BE ADVISED THAT UNTIL THE RESULTS OF THE BACKGROUND CHECK ARE RECEIVED BY THE COMMITTEE, A LICENSE WILL NOT BE ISSUED.

JURISPRUDENCE EXAMINATION

An applicant for licensure as a professional counselor must pass the jurisprudence examination also known as the Missouri Legal and Ethical Responsibilities Examination. This examination is not the same as the National Counselor Examination or NCE administered by the National Board for Certified Counselors (NBCC).

Section 337.510.4 RSMo of the Missouri licensure law states, "The committee shall issue a license to each person who files an application and fee and who furnishes evidence satisfactory to the committee that the applicant has complied with the provisions of this act and has taken and passed a written, open-book examination on Missouri laws and regulations governing the practice of professional counseling as defined in section 337.500." The Committee has been working with the National Board for Certified Counselors on providing a jurisprudence examination via the internet. Changes in the law and regulations have delayed the implementation of an automated jurisprudence examination, however, beginning October 1, 2010 applicants seeking licensure as a professional counselor (LPC) in this state must pass the Missouri Legal and Ethical Responsibilities Examination (jurisprudence examination) in order to be licensed as professional counselor.

Examination Overview

- There is a one-time examination fee of \$45 that is paid electronically at the time you take the examination. You will need a credit card. Debit cards can be used as long as the debit card is a MasterCard or Visa debit card. No fee is paid to the committee.
- You can take the examination at any time prior to submitting an application for licensure as a professional counselor (LPC).

The examination is open book with the respondent having online access to the law and regulations while taking the jurisprudence examination.

- There is no time limit on taking the jurisprudence examination. If you are unable to complete the test during your first attempt, you can re-enter the website and complete the jurisprudence exam.
- If a respondent prefers to download a hard copy of the law and regulations, prior to taking the jurisprudence examination s/he may do so from the committee's website or contact this office and a copy can be emailed or sent regular mail. *Note: Examination candidates are encouraged to familiarize themselves with the format of the law and regulations. Familiarity may help the exam candidate distinguish a law from a regulation and potentially decrease the time needed to locate a correct response. The law and regulations are available at the committee's web site pr.mo.gov/counselors. Click on the icons Statutes (for a list of the laws) and Regulations (Chapters 1-3) or the icon Publications.*

- The examination consists of twenty (20), two-part questions.
- The first part of each question requires a “true” or “false” response. The second part of the question requires the respondent to identify the section of the law and/or regulation that validates the respondent’s answer.

REMEMBER: THE EXAMINATION IS OPEN BOOK. A RESPONDENT WILL HAVE ACCESS TO A COPY OF THE LAW AND REGULATIONS WHILE TAKING THE JURISPRUDENCE EXAM.

TAKING THE MISSOURI JURISPRUDENCE EXAMINATION

Missouri Legal and Ethical Responsibilities Examination can be completed online at www.i-counseling.net. Select the **State Law and Rules** button on the left navigation bar on the I-Counseling home page. After reviewing the directions you can register by selecting the **Proceed to Login** button. Once you have registered you will be able to review and download the state counselor law and rules for free. When you are ready you can purchase the examination by selecting the **Purchase** button associated with the Missouri Legal and Ethical Responsibilities Examination on the Program page of the web site. You will be allowed to take the examination as many times as you need in order to pass, without repurchasing the examination. After passing the examination you will be able to print a certificate of completion.

Once you pass the jurisprudence examination/ Missouri Legal and Ethical Responsibilities Examination, print your certificate and mail, fax, or email a **copy** of the certificate to the committee office to be placed in your file.

Email address profcounselor@pr.mo.gov Fax 573/751-0735 or mail to Committee for Professional Counselors, PO Box 1335, Jefferson City, MO, 65102-1335.

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov

AGENCY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact the CJIS Audit Unit, Missouri State Highway Patrol CJIS Division, at (573) 526-6153 extensions 2630, 2625 or 2655.

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).